

Position:

Academic Professional 1 - Upward Bound - TRIO Programs (Unclassified MAPE)

Upward Bound Advisor

Responsibilities:

The Advisor assists the TRIO Director in designing, implementing and evaluating the Upward Bound Program, assists in organizing activities for the academic year and summer component, assist the residential advisors, implements summer internships for participants, maintains accurate records and is responsible for the academic coordination and tutoring program for participants.

Appointment:
Full-time
Unlimited
Includes some weekend work.

Location:
Duluth

Application Deadline:
Review begins 10/26/09

Send materials to:
Lake Superior College
2101 Trinity Road
Duluth, MN 55811

Contact:
Loretta Kopetzky
HR Assistant
Email: L.kopetsky@lsc.edu
Phone: (218) 733-5907
Fax: (218) 733-5937

- Provide services to Upward Bound (UB) participants attending the LSC target schools
- Assist in organizing and implementing the cultural, educational and social enrichment activities for the academic year and summer component.
- Assist the Residential Advisors and tutors to provide for the needs of the UB participants during the academic year and summer component.
- Assist in designing and implementing the academic program, the summer component program and summer internship program.
- Attend staff meetings, training sessions and student/parent meetings.
- Assist the Director in the preparation of reports.

Minimum Qualifications:

- Bachelor's degree required; emphasis in education recommended.
- Work experience in an educational environment, teaching experience strongly preferred.
- Knowledge of academic assessments.
- Knowledge of area resources.
- Experience in working with culturally and ethnically diverse participants.
- Strong oral and written communication skills required.
- Ability to make effective presentations to prospective participants and parents.
- Knowledge of postsecondary education systems, including the admission and financial aid processes.

Preferred Qualifications:

- Prior TRIO experience preferred.
- Demonstrated understanding of educationally disadvantaged youth.
- Teaching experience sufficient to be effective in curricular and assessment work and communicate effectively with school teachers, counselors and administration regarding academic and other issues.

Application Procedure:

Online applications will be accepted through Government jobs.com. only. No applications will be accepted via email or other method. Individuals who have overcome barriers similar to those faced by participants (low income, first generation college student, persons of color) are encouraged to apply.

Links:

- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees which can be found at:
<http://www.mmb.state.mn.us/mape>
- Federal Upward Bound Program website
<http://www.ed.gov/programs/trioupbound/index.html>



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